

ORDINANCE NO. #3637

**AN ORDINANCE ESTABLISHING THE SALARIES AND COMPENSATION
TO BE PAID TO DEPARTMENT OF FINANCE (CLERK TREASURER) OF CITY OF NEW
CASTLE WITHIN THE CALENDAR YEAR OF 2012, AND REPEALING ANY ORDINANCE IN
CONFLICT THEREIN.**

WHEREAS, THE DEPARTMENT OF FINANCE (CLERK TREASURER) AND THE COMMON COUNCIL OF THE CITY OF NEW CASTLE INDIANA ARE REQUIRED BY VARIOUS STATUTES NOW IN EFFECT TO ESTABLISH SALARIES AND COMPENSATIONS FOR VARIOUS DEPARTMENTS OF THE CITY; AND,

WHEREAS, THE CLERK TREASURER AND THE COMMON COUNCIL HAVE FULFILLED THEIR STATUTORY OBLIGATIONS WITH REGARD TO ESTABLISHING SUCH SALARIES AND COMPENSATION FOR SAID APPOINTED OFFICIALS AND EMPLOYEES;

NOW THEREFORE, BE IT ORDAINED, BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE, INDIANA, THAT THE FOLLOWING:

SALARY FOR THE CLERK TREASURER'S EMPLOYEES - SHALL BE THE BI-WEEKLY SALARIES EFFECTIVE THE FIRST PAY PERIOD IN JANUARY 2012:

2-BOOKKEEPERS (1/CITY & 1/UTILITY)	\$ 1220.34
(\$884.34 from Clerk Treasurer, \$168 from Water; \$168 from WPC)	
PAYROLL ADMINISTRATOR	\$ 1220.34
(\$884.34 from Clerk Treasurer, \$168 from Water; \$168 from WPC)	
ACCOUNTS PAYABLE & CLAIMS PROCESSOR	\$ 1220.34
(\$884.34 from Clerk Treasurer, \$168 from Water; \$168 from WPC)	
INSURANCE CLAIMS INVESTIGATOR & PROCESSOR	\$ 1220.34
(\$884.34 from Clerk Treasurer, \$168 from Water; \$168 from WPC)	
PART-TIME (100% from Clerk Treasurer)	\$FEDERAL MIN WAGE

SPECIAL DUTIES SHALL BE PAID FROM CLERK TREASURER BUDGET BI-WEEKLY EFFECTIVE THE FIRST PAY PERIOD IN JANUARY 2012:

CHIEF DEPUTY CLERK	\$ 78.50
1ST DEPUTY	\$ 33.00
DEPUTIES	\$ 16.50

VACATION/SICK/PERSONAL DAYS

THE DEPARTMENT OF FINANCE EMPLOYEES WILL RECEIVE 10 SICK DAYS ANNUALLY AND MAY ACCUMULATE UP TO 100 DAYS. AFTER SAID ACCUMULATION, A LUMP SUM PAYMENT WILL BE PAID FOR ALL DAYS OVER 100 DAYS, ANNUALLY. EMPLOYEES WILL RECEIVE 5 PERSONAL DAYS ANNUALLY. THESE DAYS WILL NOT ACCUMULATE NOR CAN THEY BE SOLD.

EMPLOYEES WILL RECEIVE VACATIONS DAYS AS FOLLOWS:

YEARS EMPLOYED	VACATION LEAVE
Six Months to One-Year	1 Week
One Year to Five Years	2 Weeks
Five Years to Ten Years	3 Weeks
Ten Years and Over	4 Weeks

HOLIDAYS

FULL TIME EMPLOYEES WILL RECEIVE AND BE PAID FOR THE HOLIDAYS ESTABLISHED AND RECOGNIZED BY THE CITY.

INSURANCE

THE DEPARTMENT OF FINANCE WILL BE COVERED BY THE SAME INSURANCE PLANS AS AVAILABLE TO THE CITY OF NEW CASTLE EMPLOYEES, AT THE COST SHARING AGREEMENTS.

CHRISTMAS BONUS

ALL FULL TIME EMPLOYEES WILL BE PAID A \$100.00 CHRISTMAS BONUS.

LONGEVITY

EMPLOYEES WITH AT LEAST 1 YEAR OF SERVICE AS OF DECEMBER 1ST OF CURRENT YEAR SHALL RECEIVE LONGEVITY PAY IN THE AMOUNT OF \$23.00 PER YEAR OF SERVICE TO THE CITY. THE LONGEVITY PAY WILL BE MADE IN ONE LUMP SUM NO LATER THEN DECEMBER 15TH OF SAID YEAR.

ORDINANCE NO. #3637

LIFE INSURANCE

LIFE INSURANCE IN THE AMOUNT OF \$20,000.00 WILL BE PROVIDED BY THE CITY.

LEAVES (WORK RELATED ILLNESS)

EMPLOYEES WILL CONTINUE TO RECEIVE BENEFITS WITH SICK DAYS AND VACATION ACCRUALS AND WORKMEN'S COMPENSATION WILL BE PAID BY INSURANCE. THE CITY PORTION OF HEALTH BENEFITS AND LIFE INSURANCE WILL CONTINUE UNTIL A FINAL SETTLEMENT IS MADE BY THE INSURER. THE EMPLOYEE RESERVES THE RIGHT TO EITHER USE OR RETAIN SICK DAYS AND VACATION DAYS PRIOR TO WORKERS COMPENSATION. AFTER FINAL SETTLEMENT IS MADE BY WORKERS COMPENSATION AND THE CITY HAS MADE FINAL PAYMENT ON ACCUMULATED SICK DAYS AND VACATION ACCRUALS, THE EMPLOYEE WILL CONTINUE TO RECEIVE HEALTH BENEFITS AS PER CITY POLICY.

FAMILY MEDICAL LEAVE POLICY FOR D.O.F. SALARY ADMINISTRATORS

FULL TIME EMPLOYEES POSITIONED AS SALARY ADMINISTRATORS ON LEAVE SHALL RECEIVE SALARY CONTINUATION UNTIL SICK PAY AND VACATION PAY IS EXHAUSTED. AFTER EXHAUSTION OF SICK AND VACATION PAY, AN ADMINISTRATOR SHALL RECEIVE 51% FOR A PERIOD OF TIME EQUAL TO 1 MONTHS PAY FOR EACH YEAR OF SERVICE. MAXIMUM OF 6 MONTHS PAY. A FRACTIONAL YEAR SHALL BE PRO-RATED.

THE CITY'S SHARE OF HEALTH BENEFIT AND LIFE INSURANCE SHALL CONTINUE FOR A PERIOD OF 6 MONTHS FROM DATE OF EXHAUSTION OF SICK AND VACATION PAY.

LEAVE OF ABSENCE (NON FMLA/NON WORK RELATED)

EMPLOYEES WITH ACCRUED SICK/VACATION DAYS WILL CONTINUE TO RECEIVE SALARIES AND BENEFITS. THEREAFTER, SALARY CONTINUATION WILL CEASE. FOR THE TWENTY SIX WEEK MAXIMUM PERIOD NEXT FOLLOWING THE MONTH OF SALARY DISCONTINUANCE, MEMBERSHIP IN HEALTH AND LIFE INSURANCE PLANS WILL BE CONTINUED AT COST CHARGING AGREEMENTS. THEREAFTER, CITY CONTRIBUTION TO BENEFITS WILL CEASE.

DISABILITY PLAN

A DISABILITY PLAN FOR EMPLOYEES IN THE AMOUNT OF \$100.00 A WEEK CONSISTING OF A 26 WEEK BENEFIT PERIOD TO BE EFFECTIVE ON THE 31ST DAY OF ABSENCE. PLAN TO BE CONDITIONED ON A POLICY AS ESTABLISHED BY THE BOARD OF PUBLIC WORKS AND SAFETY PERTAINING TO GUIDELINES OF ELIGIBILITY.

FLSA POLICY, COMPENSATORY LEAVE AND NON RELATED FLSA POLICY

THE CLERK TREASURER OF THE CITY OF NEW CASTLE SHALL HAVE THE AUTHORITY BY THE PASSAGE OF THIS ORDINANCE TO COMPLY WITH ALL GUIDELINES PURSUANT TO THE UNITED STATES DEPARTMENT OF LABOR STANDARDS FOR THE IMPLEMENTATION OF THE FAIR LABOR STANDARDS ACT PROVISIONS, UNITED STATES DEPARTMENT OF LABOR REGULATIONS AND ARE APPROVED BY THE INDIANA STATE BOARD OF ACCOUNTS IN REGARD TO "EXEMPT EMPLOYEES" OVERTIME AND COMPENSATORY AWARDS.

IT IS FURTHER ORDAINED THAT THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF NEW CASTLE SHALL AMEND IT'S POLICY REGARDING THE PAYMENT OF OVERTIME TO CONFORM TO FUTURE AMENDMENTS TO THE FAIR LABOR STANDARDS ACT AS PASSED BY THE UNITED STATES CONGRESS AND REGULATED BY THE UNITED STATES DEPARTMENT OF LABOR. THAT THE BOARD OF PUBLIC WORKS AND SAFETY AND THE CLERK TREASURER OF THE CITY OF NEW CASTLE SHALL BY THE PASSAGE OF THIS ORDINANCE, BE AUTHORIZED AND DIRECTED TO MAKE POLICY, KEEP RECORDS AND MAKE PAYMENTS WHICH WILL PROVIDE FOR THE COMPLIANCE OF THE CITY OF NEW CASTLE WITH THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT.

RETIREMENT

SALARIES SHALL BE PAID THROUGH THE LAST WORK DAY. LUMP SUM WILL BE MADE FOR ALL ELIGIBLE SICK DAYS AND VACATION ACCRUALS. BENEFITS CONTINUE UNDER TERMS OF THE CITY POLICY.

ORDINANCE NO. #3637

PAYMENT IN LIEU OF SICK DAYS AT TERMINATION OF EMPLOYMENT

IF AN EMPLOYEE ENDS EMPLOYMENT WITH THE DEPARTMENT OF FINANCE, THEY SHALL RECEIVE PAYMENT FOR ANY UNUSED SICK/VACATION DAYS THAT THE EMPLOYEE HAS ACCUMULATED.

CONTINUATION OF INSURANCE AFTER TERMINATION OF EMPLOYMENT

ALL EMPLOYEES UPON TERMINATION OF THEIR EMPLOYMENT WITH THE DEPARTMENT OF FINANCE, FOR ANY REASON EXCEPT RETIREMENT, (PURSUANT TO INDIANA CODE) SHALL BE ENTITLED TO ONLY THOSE HEALTH CARE BENEFITS PROVIDED FOR BY THE FEDERAL COBRA OPTION, AVAILABLE THROUGH THE CITIES INSURANCE CARRIER, PROVIDED FURTHER THAT SAID EMPLOYEE PAYS THE FULL COST OF SUCH HEALTH CARE BENEFITS AFTER TERMINATION.

ORDINANCE PURSUANT TO STATE STATUTE.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE, INDIANA, THAT SAID SALARIES SO ESTABLISHED BE APPROVED AS TO AMOUNTS AND CONDITIONS BEGINNING THE FIRST PAY PERIOD IN JANUARY, 2012.

ALL ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW CASTLE THIS _____ DAY OF _____, 2011.

JIM SMALL, PRESIDING OFFICER
COMMON COUNCIL, NEW CASTLE, IN

ATTEST:

JANICE L. LAVARNWAY, CLERK TREASURER

AYE

NAY

APPROVED BY ME THIS _____ DAY OF _____, 2011

JIM SMALL, MAYOR OF THE
CITY OF NEW CASTLE, INDIANA